

## POSITION DESCRIPTION

<b>Title:</b>	<b>Administrative Assistant</b>
<b>Division:</b>	Business Operations
<b>Duration:</b>	Ongoing
<b>Position status:</b>	Full time
<b>Reports to:</b>	Team Leader – Administrative Services
<b>Date:</b>	June 2010

---

### INTRODUCTION

Bethany's mission is to **support and strengthen communities**. We work to build better family relationships, support parents caring for children, assist people who are homeless or at risk and those affected by family violence, crime and problem gambling. We have a focus on supporting and strengthening disadvantaged communities.

Bethany is a dynamic not for profit and non denominational organisation that was originally established in 1868 and has responded to the changing needs of the community ever since. The organisation is governed by a Board of Management, has an annual operating budget of \$6 million and employs around 100 staff. 95% of the Bethany's income is provided by state and federal governments with the remainder generated from community and philanthropic sources.

Bethany fulfils its mission by the provision of a broad range of prevention, intervention, support and educational services to individuals, children, young people and families based on contemporary research, international best practice and professional standards. Services are designed to build upon individual's and community strengths to achieve both personal and social change.

Services are provided to a population of over 230,000 people in the Geelong and surrounding districts through our main office in North Geelong and out posted service sites in Norlane, Surf Coast Shire, Colac Otway Shire and the Bellarine Peninsula.

### OUR VALUES

- **Openness**

We interact with people in a transparent, honest and respectful manner.

- **Social Justice**

We believe in every person being actively involved in decisions which affect them and their lives.

- **Innovation**

We are committed to creatively and proactively responding to community needs.

- **Collaboration**

We engage in collaborative partnerships and relationships that strengthen community.

- **Wellbeing of staff**

We will be responsible for a professional and supportive environment in which staff can achieve their full potential.

- **Accountability**

We will be accountable for all aspects of the organisation.

## **POSITION ROLE AND ORGANISATIONAL RELATIONSHIPS**

The staff in the Business Operations team plays a major role in the smooth functioning of the organisation. They are responsible for Bethany's financial control and management, collection of statistics and maintenance of the client database, reception, maintenance of Bethany's premises and assets and general maintenance of Bethany's grounds.

The Administrative Assistant will provide effective and efficient administrative support to the organisation with particular emphasis on providing efficient, professional and helpful reception relief to the Receptionist, the maintenance of Agency vehicles, the ordering and purchasing of Agency supplies and the maintenance and storage of data and resource material.

The Administrative Assistant is based in Geelong and works across sites. This position reports to the Team Leader – Administrative Services.

## **KEY RESPONSIBILITIES**

- A high level of initiative in managing workload, responding to requests and adapting to a changing environment.
- Maintain and update central client data filing system and archive files.
- Maintain agency car fleet.
- Provide regular reception relief and other associated tasks.
- Ordering of stationery, cleaning supplies and purchasing of agency supplies.
- Provide administrative support throughout the agency as required.
- Coordinate and monitor a programmed maintenance schedule for the agency including liaising with maintenance contractors.
- Administrative assistance to Senior Managers.
- Organise outgoing mail and petty cash and vouchers as required.
- Assist with agency special events.
- Assist with Information Technology and assist as required with statistical reports.
- Undertake staff administration inductions, including training in fitting Child Car Seat Restraints.
- Preparation of Meeting Rooms, as specified on booking system.
- Ensure meeting rooms/front kitchen areas maintained.
- Active participation in regular formal supervision and team/agency meetings.
- Implement and monitor agency policies and procedures and service standards.
- Support and participate in the Agency's continuous quality improvement process.
- Other duties as required.

## **KEY SELECTION CRITERIA**

### ***Qualifications***

1. A minimum of 2 years experience in an office administrative support role.

### ***Knowledge and Skills***

2. Extensive experience and highly developed skills in all aspects of the Microsoft applications.
3. Demonstrated ability to effectively plan, organise and manage own time to achieve targets within a set timetable.
4. Initiative and innovation in approach to all aspects of the position.
5. Ability to work with discretion re: confidentiality regarding personal information and client details.

### ***Personal Attributes***

6. Demonstrated capacity for innovation and flexibility and ability to assess and implement successful solutions.
7. Highly developed conceptual, organisational, analytical, negotiation skills.
8. Excellent interpersonal and verbal communication skills including a clear, friendly and professional approach in working with high needs clients.
9. Demonstrated ability to work accurately under pressure and meet deadlines.

### ***Other***

10. Proficient in the use of MS Office and the ability to adapt to a range of IT programs.
11. Current full Victorian Driver's Licence.

## **SALARY AND CONDITIONS**

This position is full time and is ongoing. Hours of employment are based on a 76 hour fortnight, worked between 9am to 5pm.

The position is based on the Bethany Enterprise Agreement 2008, Administrative Officer, Grade 5. Salary commences at \$37,863 per annum and is dependant on skills and experience. The package also includes salary sacrifice as per government legislation.

A three-month probationary period will commence upon appointment and a review will be conducted during this period.

Appointment to this position is subject to a satisfactory police record check.

Other benefits include 21 days annual leave (pro-rata), 1 agency leave day and other flexible working arrangements which can be negotiated upon commencement. Other conditions of employment as per Bethany Community Support Enterprise Agreement (2008).

## **FURTHER INFORMATION**

Contact: Lois Martin, Team Leader Administrative Services  
Phone: (03) 5278 8122

## **APPLICATIONS**

Applications should address the Key Selection Criteria and include the names of three referees and forwarded by **5pm on Friday 6<sup>th</sup> August 2010** to:

Lois Martin  
Team Leader – Administrative Services  
Bethany Community Support Inc  
1 Gibb Street  
NORTH GEELONG VIC 3215

Or

[lmartin@bethany.org.au](mailto:lmartin@bethany.org.au)

**The successful applicant will be required to provide a current police check prior to commencing in the role.**